

Republic of the Philippines
DEPARTMENT OF AGRICULTURE
PHILIPPINE RURAL DEVELOPMENT PROJECT
Project Support Office – Mindanao Cluster
Alvarez Bldg., Angliongto Sr. Ave., Lanang, Davao City
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TERMS OF REFERENCE

(2) PLANNING SPECIALIST

The Government of the Philippines (GOP) has received a loan from the International Bank for Reconstruction and Development - World Bank (IBRD-WB), amounting to FIVE HUNDRED ONE MILLION TWO HUNDRED FIFTY THOUSAND DOLLARS (US\$501,250,000) for the purpose of financing the Philippine Rural Development Project (PRDP) and it intends to apply part of the proceeds of this loan to payments for the hiring of interested applicants to fill up vacant position for (2) PLANNING SPECIALIST.

The PRDP is a six-year (2013-2018) initiative of the government envisioned to increase farm and fishery productivity and incomes in target areas in all 16 regions of the country. The project seeks to achieve this objective by improving access of farmers and other industry players to a strategic network of infrastructure, market information and support services. Specific investments and interventions are to be implemented under four central components of the project, namely: 1) Investments for AFMP Planning at the Local and National Levels (I-PLAN); 2) Intensified Building Up of Infrastructure and Logistics for Development (I-BUILD); 3) Investments for Rural Enterprises and Agricultural and Fisheries Productivity (I-REAP); and 4) Implementation Support to PRDP (I-SUPPORT).

The **I-PLAN Component** shall be undertaking the following:

- 1) Enhancing the Agriculture and Fisheries Modernization Planning Process through rationalization of the DA's planning, programming and budgeting process;
- 2) Supporting AFMP Implementation through designing a coordinated system of technical support for the implementation of sub-projects prioritized under the Provincial/City Commodity Investment Plans (P/C CIP)

Scope of Work

Specifically, the tasks of Planning Specialist will include but not limited to:

- Reporting directly to the I-PLAN Component Head, in collaboration with other components and units of the Program Support Office – Mindanao (PSO-Mindanao) and other members of the Regional and Provincial Core Planning Teams, assists in the implementation of PRDP particularly in the conduct of

Value Chain Analysis (VCA) studies, crafting/enhancement of the Commodity Investment Plans (CIPs), joint technical review and sub-project validation, and AFMP updating;

- In collaboration with Regional Project Coordination Offices (RPCOs) of DA all over Mindanao and partner agencies, provide technical assistance and capability building efforts in the implementation of convergence activities to support commodity-based industries/enterprises, such as; conduct of industry fora, commodity profiling, market matching, techno-fora/trainings, provide lead technical support to the Planning Teams during workshops, seminars, meetings, stakeholders' consultation and other capacity building activities that will be provided by the I-PLAN Component to RPCOs & LGUs. This may include preparation of activity designs, materials, documentations and packaging of reports. When needed, may act as facilitator or resource person during the conduct of any activity;
- Provide capability building efforts for the LGUs, industry players and project partners in the implementation of CIPs and PRDP related activities in Mindanao;
- Assists other Component staff in reviewing the VCAs and CIPs as the source document of various subprojects that will be prioritized for Business Plan preparation and infrastructure development feasibility studies;
- Propose to the management appropriate approaches and strategies for effective and efficient project implementation;
- In close coordination with other Components/Units/RPCO counterparts, review business plans and feasibility studies to prioritize PRDP investments;
- When necessary and in close coordination with other Components/Units and RPCOs, provide technical assistance to accomplish timelines and targets of the project;
- Submit periodic reports on the status and progress of project implementation under the I-PLAN Component;
- Perform other tasks assigned by his/her direct supervisor as deemed necessary in relation to the component's deliverables and/or as required by the project management.

Level of Efforts, Travel and Schedules

The Planning Specialist will be supporting his/her immediate supervisor in the delivery of specified targets and milestones of I-PLAN Component. He/she will be stationed in PSO-Mindanao based in Davao City and will travel to other areas in Mindanao as the need arises. As such, this scope of work includes other direct costs that entails travel expenditures. He/she will be directly under the supervision of the Planning Component

Head who will likewise be reporting to the Project Director of PSO- Mindanao, in close coordination with the Deputy Project Director.

The duration of employment is from January to December 2017 and will be renewed depending of his/her performance. This assignment entails coordination and consultation with the RPCOs of DA, Regional and Provincial Core Planning Teams, LGUs and government agencies involved in convergence activities to support the implementation of CIPs.

Qualifications

Education & Training

- Bachelor's degree in Agrieconomics, Agribusiness or any related fields in agriculture, Urban/Environmental Planning and Management, Forestry, Civil Engineering, or any related fields with project planning and management courses. Master's degree holder is an advantage,
- Must have undergone training or "hands-on" on research and development, project planning and management, technical writing, project monitoring and evaluation, or scientific studies.

Experience

- Must have at least five (5) years experience in either or all of the following; project planning and management, monitoring and evaluation, basic or applied research, or developmental work in private or government institution. Work experience with any foreign funded project is an advantage,
- Have experience or exposure in either or all of the following; the conduct of value chain analysis study, plan preparation, training/workshop facilitation, institutional arrangement and linkage development with private and government institutions,
- Experience in the conduct/preparation of VCA, development plans, technical papers/reports is an advantage.

Knowledge, Skills, and Abilities

- Knowledgeable in computer operations, at least; Microsoft Word, Excel and PowerPoint,
- Analytical and operational knowledge in project implementation,
- Event planning and field tour facilitation,
- Strong English communication and technical writing skills, and
- Team player.

Reporting Responsibilities

While the Planning Specialist will be directly reporting to the I-PLAN Component Head, he/she will also close coordinate with the I-BUILD, I-REAP, I-SUPPORT and other components/units in PSO-Mindanao.

Prepared by:



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Approved by:



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Deputy Project Director